

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1.4.11</p> <p style="text-align: center;">Plans (all chapters), and Disclosure Statement in Chapter 11</p>

IV. File Plan (all chapters).

This same procedure applies to filing a Disclosure Statement in a Chapter 11 case.

STEP 1 Select **Bankruptcy** from the main menu.

STEP 2 The **Bankruptcy Events** screen will display. Click **Plan**.

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Click **Next**.

STEP 4 The **File a Plan** screen will display. Use the text box to type the name of the event OR use the drop down list to locate and highlight the event. A selected event will be confirmed on the right side of the screen. Click **Next**.

Note: This category contains Plans for different types of cases, as well as Disclosure Statement, Amended Disclosure Statement, Amended/Modified Plans, Certificate and Acceptance of a Plan, and Chapter 11 Ballots.

STEP 5 The **Select Party** screen will display. Select the debtor(s) filing the Plan. To select more than one, hold down the shift key AND mouse-click together to highlight both parties. Click **Next**.

A message will advise if there is a discrepancy between the pleading being filed and the current chapter of the case. Abort this transaction if necessary by clicking a category within the blue menu bar.

STEP 6 The **PDF Document Selection** screen will display.

Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

The **Attachments to Document** option defaults to **No**. Click **Next**.

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NOTE: If your PDF document exceeds 5.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 *“Attachments to Documents”* for instructions on how to file attachments.

CRITICAL ISSUE - The image MUST be viewed before attaching it to ensure that it is the correct document.

STEP 7 The **Docket Text: Modify As Appropriate** screen will display. **Do not modify this text.** Click **Next**.

STEP 8 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

STEP 9 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.